Killarney Lake Rotary Centennial Lodge Information

Available Hours: 8am – 12pm

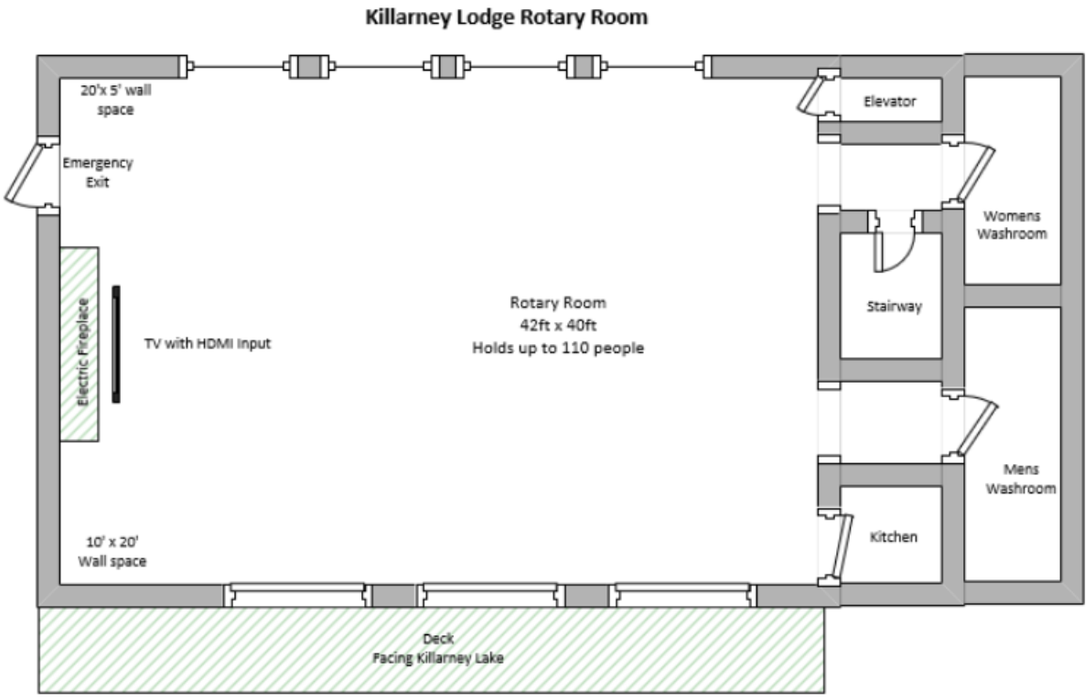
Rotary Room

Rate: Click here

**For large events please refer to Special Events Packages*

Set-ups/Capacity:

- Maximum 110 people
- Up to 12 round tables, 8 seats each
- 110 people theatre Style/rows of chairs
- Boardroom/U Shape
- Open Space



Extras

Available with no charge

- Wireless Internet Connection
- Flipcharts (must bring own markers)
- TV with HDMI input
- Dishes, Cutlery, Glasses, Coffee Pots/Urns and Tea Kettles
- Podiums
- White table linens

Available Upon Request (additional charges)

- PA system with microphone $60 (HST incl.)
- Custodial fee $90 (HST incl.) if you wish to have room cleaned for you

Rules and Regulations

1. Room rentals are for the designated room only and include the use of chairs, tables and kitchen facilities Renters are to provide all other required materials, be responsible for securing their own materials and removing them from the facility following their function.

2. Rental is for the time noted on the contract and this INCLUDES the setup time and take down/clean up time. If facility supervisors need to stay beyond their normal supervisory hours to clean up after your group, the renter will be invoiced for the additional time. **Additional time must be requested two weeks prior to booking.**

3. If alcohol is to be served, the renter must provide a copy of the license from the Department of Public Safety, and it must be displayed where the alcohol is being distributed. All rules and regulations from the department of Public Safety must be followed.

4. Renters are welcome to bring in their own food/potluck for the event or use any caterer of their choice.

5. Decorations are permitted. Absolutely no tacks or adhesive tape (scotch tape) is to be used on the walls; only low tack masking tape is permitted. If in doubt, please check with the facility supervisor. No decorations may be hung from the ceiling.

6. No bouncy castles permitted inside the lodge. Bouncy castles in the park area must be approved through the Special Event Application and be available for public use.

7. The renter is liable for any and all damage to the facility and will be responsible for paying for damage caused during use of the facility.

8. Ensure that a group leader is present and responsible for the supervision of program participants and spectators at all times.

9. In accordance with City of Fredericton By-Law No. L8; no person shall use parklands, or any part thereof for the purpose of holding or carrying on a fair, carnival, bazaar and any other activity for profit or gain, except with the permission of the City Council.

10. Absolutely no smoking or vaping inside the lodge. Smoking is not permitted in wooded areas or on any of the decks or patio.

11. No confetti in or around the building.

12. No furniture or equipment permitted outside of the building

13. Users of City of Fredericton facilities, including fields, are required to comply with all public health requirements at all times while using City property. Specifically, these directives include but are not limited to: any orders issued by the Minister of Public Safety or the Chief Medical Officer. Further, users agree to comply with any City of Fredericton policies regarding facility usage and public health and safety. Users who do not comply with the above will be prohibited from future facility use or rentals.

Fees

14. Fees include set-up of tables and chairs according to floor plan provided by renter.

15. All one-time rentals must be paid at time of booking.

Cancellations

16. Rotary Room cancellations received with less than one month notice will forfeit a deposit of $250.00. All other cancellations must be received a minimum of 7 days to receive a full refund.

17. In the event that inclement weather forces cancellation of a rental, the refund will be in full.

Cleaning

18. After an event, renters will be required to clean up the room by picking up their garbage and taking it to the front door, cleaning off tables, tidying up the room, sweeping the floors, cleaning kitchen and washing all dishes used (if applicable).

19. Users will not be responsible for taking down tables, cleaning washrooms, or washing floors.

20. If you have paid for janitor service, it will be noted on the contract.